



Expression of Interest and Pre-Qualification for an
EVENTS MANAGER

Dedicated to the City of Grand Forks and surrounding
Area D of the Regional District of Kootenay Boundary

Issue Date: February 13th, 2019

Closing Date and Time: February 28th, 2019, 2:00 PM

Submission by email: dheinrich@grandforks.ca

INTRODUCTION

In the wake of the devastating flooding event in May 2018, in the Boundary Region of British Columbia, there is a need to revitalize the local and area business community. The City of Grand Forks has approved funding from the Ministry of Forests, Lands, Natural Resources Operations and Rural Development of the Province of B.C. – Rural Dividend Program for a program aimed at bolstering the economic health of Grand Forks and area. The major objective is to obtain the services of a dedicated Events Manager to plan, develop and provide a series of new events and further to work with existing groups and organizations for existing events for up to a two-year period. The successful proponent requires high-level, ongoing communication with the local business community and key region stakeholders and must have a strong knowledge of the local business climate. This is a demanding and diverse role that includes a mix of administrative tasks, communication, events creation, coordination and organization, and would work in concert with a newly developed marketing strategy for the area.

REPORTING

The proponent would report to the Rural Dividend Stakeholders comprising of members from Community Futures Boundary, Downtown Business Association, Boundary Country Regional Chamber of Commerce and the City of Grand Forks. The program is administered through the City of Grand Forks.

CORE RESPONSIBILITIES

- Development, planning, organizing and hosting of six new annual events for the area, for 2019-20 and reoccurrence of said events for year 2020-21 located within the downtown core in the City of Grand Forks;
- Main objective of these events is to provide an economic driver for local businesses including but not limited to small to large businesses, agriculture and industries for the area;
- To generate event revenues through the events and event activities to provide a stable foundation of funds intending to maintain future years of local events for the area;
- Timely and detailed reporting to the Rural Dividend Stakeholders;
- Works and assists with existing organizations on existing events to ensure proper communications, advertising, & supports said events including but not limited to: Canada Day, and Family Day.
- Maintain a website calendar of all events for the area and communicate with organization in the area to ensure all events are on a web calendar/portal, and to provide support in social media monitoring as needed
- Complete detailed written reports and make presentations to key stakeholders
- Establish and coordinate a communications strategy between key stakeholders to ensure timely and accurate communications
- Maintain contact lists for internal and external communications
- Develop advertising and promotional materials in alignment with events and in collaboration with the area marketing strategy

QUALIFICATIONS

- Previous experience and/or education in events planning and related fields; and preferably working with rural communities
- A familiarity in local government practices would be considered an asset
- Experience in engaging and developing positive relationships with a variety of stakeholder groups
- Proficient use of technology including a variety of computer software programs, social media and website/web portal management;
- Ability to develop, report and maintain realistic budgets and be accountable for said budgets
- Strong project/event management skills including effective time management;
- Strong communication skills, both written and verbal with demonstrated ability to facilitate meetings and make presentations;
- Experience in writing and securing grant applications would be considered an asset
- Valid driver's license and reliable transportation

ADDITIONAL REQUIREMENTS

- Ability to work flexible hours including early mornings, evenings and weekends
- References (minimum of two) who have or had related work experiences in the events capacity
- Reliable and independent transportation

COMPENSATION AND OTHER

- A mutually agreed contract administered through the City of Grand Forks to be negotiated dependent upon qualifications for a period of up to two years
- Other opportunities may become available pending the result of a marketing strategy distributed through Community Futures Boundary and qualifications of the proponent
- Office location is within the City of Grand Forks with venue to be determined
- All proponents issuing their Expressions of Interest are to be submitted to the supplied email within the closing date and time – no late entries will be considered and should be in PDF or Word format
- We thank all proponents for their interest; however only those applicants short-listed will be contacted for interviews